

CONFIDENTIAL

24 JAN 1975

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Monthly Report of
Trends and Highlights for December 1974

1. Of a total of 190 retirees announced by the Office of Personnel, 179 were debriefed at Headquarters. None of the 179 refused to sign the Termination Secrecy Agreement. The remaining 11 retirees are being processed in absentia.

2. Receipts of cases in all categories for December 1974 showed an increase over November 1974.

3. All activities in the Security Records Division showed increases in December 1974 over December 1973, with the exception of Indices

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25X1A

25X1A

Deputy Director of Security (P&M)

Attachment

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CL BY 010249

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Monthly Report of Trends
and Highlights for December 1974

FROM:

Planning Officer, PPG

EXTENSION

x5311

NO.

DATE

24 JAN 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PPG

23 JAN 75

DB

2.

DD/P&M

23 JAN 1975

24 JAN 1975

25X1A

3.

DD/Security

24 JAN 1975

24 JAN 1975

25X1A

4.

D/Security

24 JAN 1975

27 JAN 1975

25X1A

5.

C/SRD

24 Jan 75

25X1A

6.

C/SSC

24 Jan

25X1A

7.

C/ISSG

31 Jan

25X1A

8.

C/A&TD

31 Jan

25X1A

9.

10.

11.

C/PPG 4E 58

2/5/75

EWU

12.

13.

14.

15.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Monthly Report of Trends
and Highlights for December 1974

FROM:

Deputy Director of Security (P&M)

EXTENSION

x5861

NO.

DATE

24 JAN 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/PTOS

24 JAN 1975

[Signature]

2.

C/OPS/PTOS

27 JAN 1975

[Signature]

3.

C/PhySD

29 JAN 1975

29 JAN 1975

[Signature]

4.

D C/Tech Sec Div

[Signature]

5.

6.

7.

8.

C/PPG

9.

10.

11.

12.

13.

14.

15.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Office of Security Monthly Report of Trends and Highlights for December 1974

FROM: <div style="background-color: black; width: 150px; height: 20px; margin: 5px 0;"></div> Deputy Director of Security (P&M)	EXTENSION x5861	NO. DATE 24 JAN 1975
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TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1. DD/PSI	1/27/75	—	
2. C/OPS/PSI	1/27/75	K	
3. C/CD	1/27/75	28	
4. C/SSD	28	P	
5. FOC/PSI	1/21/75	L	
6.			
7.			
8.			
9. C/PPG			
10.			
11.			
12.			
13.			
14.			
15.			

Office of Security

Trends and Highlights

DECEMBER

1974

P M

DIRECTORATE

ADMINISTRATIVE — INTERNAL USE ONLY

10 January 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission -
December 1974

PERSONNEL BRANCH

1. Several areas of the PMCD survey are still in contention. The Branch is continuing to maintain several sets of "books" pertaining to the Office T/O. Hopefully, the present impasse will be resolved in the near future and we will be able to clean up the Position Control Register and the Table of Organization.
2. The Branch processed 9 Office of Security careerists for retirement effective 31 December, and also processed 20 promotions during the month.
3. All staff employees were requested to complete the personal data form required for the new emergency locator computer system known as CEMLOC, which is scheduled to go into effect in the near future. Members of the Branch reviewed and updated the necessary forms for submission to the Office of Personnel.
4. In our efforts to bring on board several more minority professional employees, the Branch reviewed numerous files, interviewed several promising candidates, and [REDACTED] was accepted as a lateral reassignment from the DDO. STATINTL
5. The Personnel Branch participated in arranging two awards ceremonies held on 18 and 19 December at which time the Acting Director of Security presented four awards.

LOGISTICS BRANCH

1. The annual review of Parking Permit distribution is due again in January. The Parking Committee has been reconstituted and will review present rules and distribution procedures.
2. Pursuant to DD/A direction, work was initiated on 19 December to realign and consolidate SRD activities in order to release 1,715 square feet of space on the ground floor of Hqs. Building for use by another Agency component.

[REDACTED]

Chief, Administration and
Training Division

STATINTL

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INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - December 1974

HIGHLIGHTS

1. Representatives of the Office of Joint Computer Support and the Information Systems Security Group met to discuss the security features of the Virtual Machine control program scheduled for installation in the Office of Joint Computer Support during the first quarter of Calendar Year-1975. The final version of this control program promises to enhance security of the system.

2. The Information Systems Security Group continues to inventory the Office of Security holdings of Top Secret Collateral documents. Considerable effort was expended during December to trace missing documents and downgrade Top Secret documents as appropriate.

3. A meeting of the Computer Security Subcommittee of the Security Committee, United States Intelligence Board, was hosted by the Information Systems Security Group on 16 December 1974. The final draft of the Intelligence Community Policy for the Security of Computer Operations was coordinated and will be forwarded to the Chairman, Security Committee, for coordination with member agencies in early January.

4. A representative of the Information Systems Security Group gave a briefing on computer security before the Office of Joint Computer Support EDP Orientation Course.

5. Members of the Information Systems Security Group attended a computer security seminar at IBM in Bethesda on 6 December 1974.

6. A member of the Information Systems Security Group represented CIA at the Community On-Line System Security Panel meeting on 2 December. This meeting was held to discuss the installation of new equipment for Community On-Line System II which is scheduled to start in early Calendar Year-1975.

ANALYSIS

Historically, the month of December is usually a low activity month; however, during December 1974 the Information Systems Security Group's case load was slightly above normal.

TRENDS

The Information Systems Security Group continues to increase its involvement with other components of the Agency. It is anticipated that this trend will continue during Calendar Year-1975. The Office of Joint Computer Support and the Information Systems Security Group will discuss a more formal interface of operations at the Information Systems Security Group Seminar scheduled for late January 1975.

STATISTICS

Cases pending 30 November	32
Cases opened during December	45
Cases closed during December	45
Cases cancelled during December	2
Cases pending 31 December	30

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POLICY AND PLANS GROUP

Trends and Highlights

December 1974

STATINTL

1. The Chief, Regulations Control Staff was asked to publish the latest revision on [REDACTED] for Duty with CIA," and to publish a Headquarters Notice concerning "Visitor-No-Escort Badges."

2. The second meeting of the Community Computer Compartmentation Control Working Group was held at which a draft paper prepared by DIA was analyzed. The Chairman of the Working Group undertook to write a concept proposal for presentation to the Working Group at its next meeting.

3. Two Delta Data terminals were requested for the Office of Security. One is to be positioned in the Budget and Fiscal Branch to permit access to the Financial Reporting System data base under the General Information Management system. The second terminal is to be placed in the Security Duty Office for access to the Central Emergency Locator (CEMLOC) system.

4. A statistical profile of the Office of Security for FY 1974 was prepared for use in a DDA briefing book.

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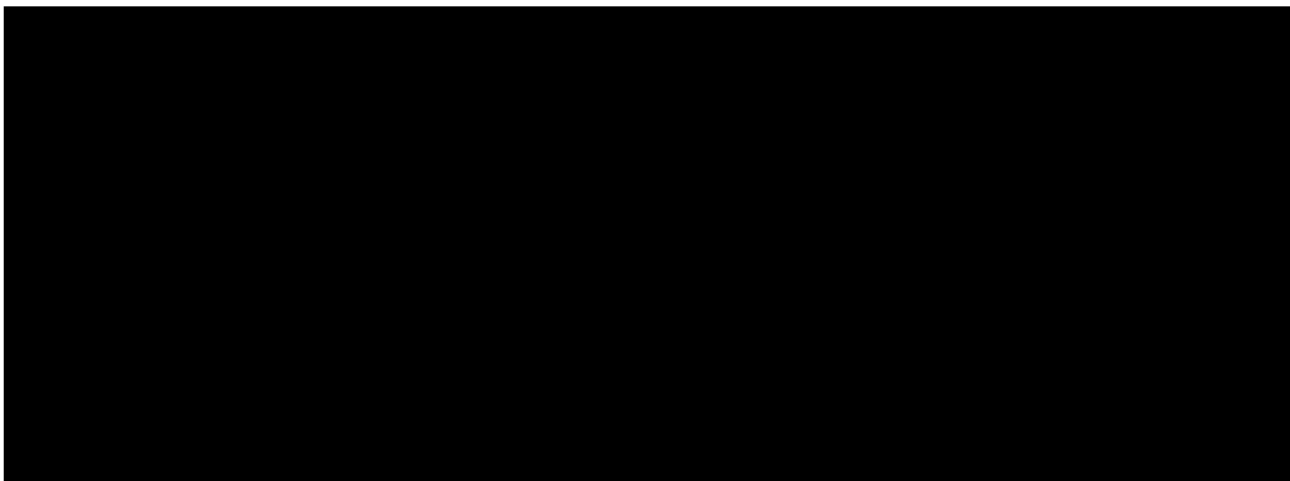
SECRET

13 January 1975

TRENDS AND HIGHLIGHTS
Special Security Center
December 1974

1. The coordination process related to the revised TKH Manual was considerably slowed down during the holiday period. A draft manual, however, has been prepared for early consideration by COMIREX.
2. A security manual establishing a new special security control system for the dissemination of intelligence products derived from a highly sensitive national intelligence program was coordinated throughout appropriate elements of the U. S. intelligence community and forwarded to the DCI for approval and signature.

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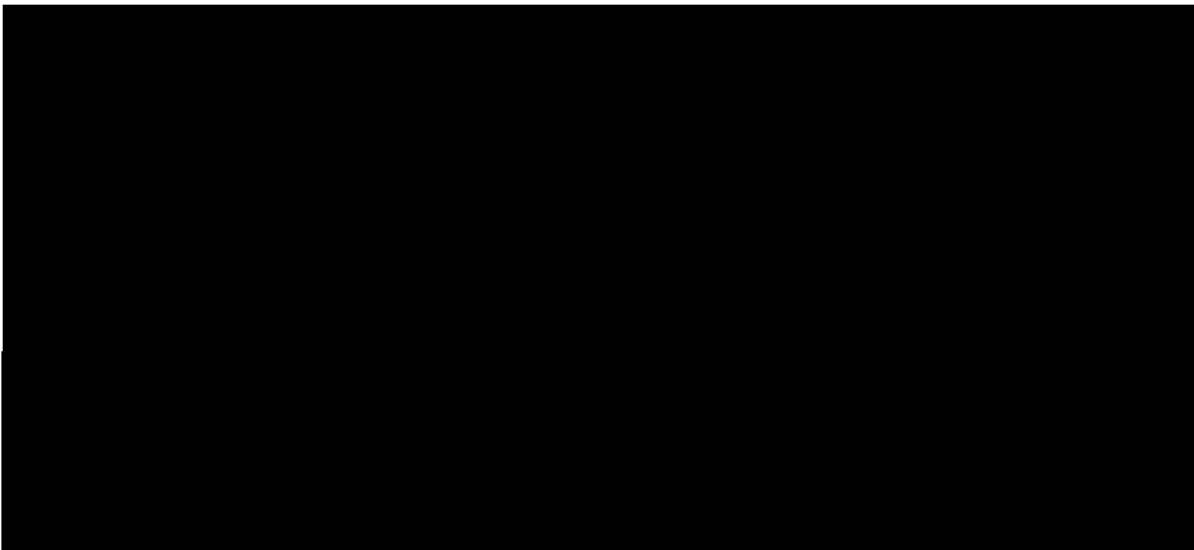

4. Facilities at the following locations were accredited for the storage and handling of various compartmented intelligence materials:

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5.

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- 
6. A waiver was approved for NPIC providing relief to some of the security accountability requirements for internal working materials.
 7. Recovery was effected of all copies of a TOP SECRET/COMINT document inadvertently forwarded  through normal courier delivery channels.

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7 JAN 1975

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : SRD Work Measurement Data

1. Attached is a copy of the SRD work measurement statistical report of FY1975 covering the period through 31 December 1974.

25X1A 2. A comparison of this years statistics with those of December 1973, reveals some decrease in Indices and [REDACTED] activities. All other activities show increases with notable increases in Filing, Microfiche and Compartmented Information activities.

[REDACTED]
Chief, Security Records Division

STATINTL

Attachment
cc: C/PPG

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P S I

DIRECTORATE

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22 JAN 1975

MEMORANDUM FOR: Chief, Plans and Policy Group
SUBJECT : Office of Security Monthly Report

1. Forwarded herewith are the statistics for the Personnel Security and Investigations Directorate (PSI) for the month of December 1974.

a. Total Clearance Division receipts for December 1974 increased by 469 cases as compared to November 1974 (2235-1766); field receipts also increased (983-727). Total completions for December increased by 153 cases as compared to November (2024-1871); field completions increased by 179 cases (816-637). Total pending cases for December were up 211 cases as compared to November (2982-2771), as were field pending cases (1689-1522).

b. Figures concerning covert receipts for December as compared to November showed an increase of 144 cases (853-709). The pending SSA's for December showed a slight increase of 64 cases as compared to November (638-574). ISS & IST receipts for December increased by 101 cases as compared to November (308-207). Pending ISS & IST cases for December rose slightly as compared to November (609-536).

c. December receipts for reinvestigations showed an increase of 99 cases as compared to November (241-142). Reinvestigation completions showed a slight increase of 42 cases as compared to November (157-115).

2. There were no significant trends noted during the reporting period.

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3. Highlights for the reporting period included the following:

a. 179 retirees, of the total of 190 announced by the Office of Personnel, were debriefed. The remaining 11 retirees were not available for debriefing at Headquarters and are being processed in Absentia. No problems were encountered and there were no instances of individuals refusing to sign the Termination Secrecy Agreement.

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d. On two occasions during the month, Office of security headquarters and field office personnel participated in training exercises on behalf of the Soviet East European Division for personnel of that Division preparing for Denied Area assignments.

e. A representative of the Division couriered classified information and charts to [REDACTED] to be used by the Deputy Director of Science and Technology, Mr. Carl Duckett, for briefing purposes there.

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Monthly Activities of the PSI Directorate
(December 1974)

Clearance Division Activity

Total Cases Received	2235
Total Field Cases Received	983
Total Cases Processed	2024
Total Field Cases Processed	816
Total Cases Pending	2982
Total Field Cases Pending	1689

Field Office Investigative Assignments

Total Received	1365
Total Completed	1221
Total Pending	1976

Security Support Division

Operational Support

Total Headquarters and Field Office Manhours	2282
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External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	949
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Interrogation Research

Overt 170 (118-fav; 52-note)	
Covert 26	
Total	196

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CLEARANCE DIVISION

Time Factors in Processing Overt & Semi-Covert Cases

DECEMBER 1974

1. PROCESSING TIME (For * 139 Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS IN INVESTIGATION	DAYS IN RESEARCH AND APPRAISAL		TOTAL DAYS
		SRD	CD	
	27	4	14	45

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	
b. 31 to 60 days	
c. 61 to 90 days	
d. 91 to 120 days	
e. 121 to 150 days	
f. over 150 days	

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	Total	

*This figure does not include cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of CASES.

PTOS

DIRECTORATE

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PHYSICAL SECURITY DIVISION

HIGHLIGHTS FOR DECEMBER 1974

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[REDACTED]

A briefing covering major provisions of the Occupational Safety and Health Act and Executive Order 11807 with accompanying guidelines was presented to the reorganized CIA Safety Committee. Copies of these documents were also provided to members of the Committee.

ILLEGIB

The [REDACTED] Assistant to the DCI authorized the British Broadcasting Company and West German television network representatives to produce some film footage of the main entry to the compound off of Route 123. Security Officers monitored the activities of both film crews to insure adequate control and preclude any untoward incidents.

During this reporting period, four security surveys were completed [REDACTED]

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As a result of these security surveys, detailed briefings to the appropriate operating divisions and the Office of Communications were provided.

[REDACTED]

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Upon notification of a reported security violation at the Communications Activity Headquarters, [REDACTED] a comprehensive investigation was initiated, in view of the sensitivity of the information involved in the violation. The results of the investigation revealed a lack of proper

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security control measures and inspections in existence at the Post, and also that a [REDACTED] Security Guard had knowingly falsified his reporting relative to the facts of the violation. The investigation was concluded based upon the findings that compromise of the material was unlikely.

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In connection with the report of missing items from an outgoing field pouch to the [REDACTED] Station, an extensive investigation was conducted. This investigation resulted in the revelation that improper practices were being used in the preparation of the outgoing classified pouches. As a result, specific corrective action recommendations were provided, both to the Station involved, as well as to the Dispatch and Pouch Section of the Information and Services Group.

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The second edition of the Office of Security Newsletter, which is prepared for all Office of Security personnel overseas, was completed and dispatched to all field elements.

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[REDACTED]
Chief, Physical Security Division

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PhySD Monthly Report for DECEMBER 1974 (Continued)

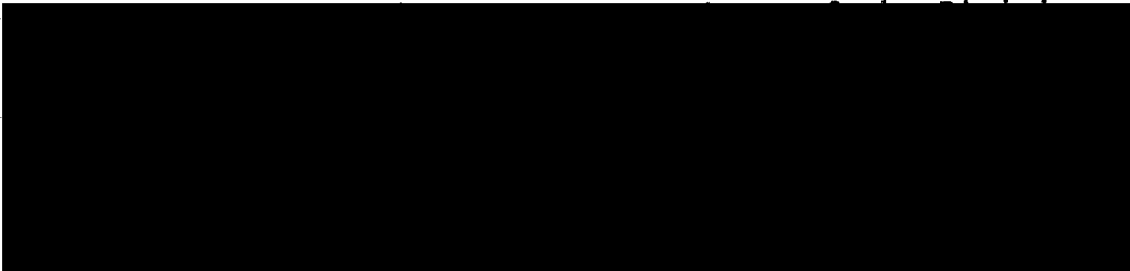
	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
4. SAFETY (continued)		
Training and Briefing Sessions	<u>1</u>	<u>54</u>
Safety Literature Distributed	<u>4,450</u>	<u>22,639</u>
Fire Alarm Tests Conducted	<u>0</u>	<u>5</u>
Support Actions	<u>28</u>	<u>135</u>
5. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>		
Man-days on Overseas TDY	<u>15</u>	<u>187</u>
Man-days on Domestic TDY	<u>24</u>	<u>103</u>
Total Man-days on TDY	<u>39</u>	<u>290</u>
6. <u>PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man-days in Internal Training	<u>15</u>	<u>59.8</u>
Man-days in External Training	<u>2</u>	<u>29.1</u>

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TECHNICAL SECURITY DIVISION

HIGHLIGHTS FOR DECEMBER 1974

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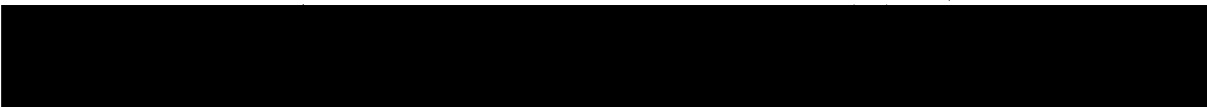
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2. Members of the Division travelled to [REDACTED] 25X1A
meet with Commo personnel [REDACTED] in an endeavor to
find a means of physically securing the HW-28 communications
machine. Also, conversations were held with the [REDACTED] 25X1A
security officer relative to the problems of upgrading the
alarm and CCTV systems at the installation.

3. Members of the Division installed nine intrusion
alarm systems for the Office of Finance, Key Building,
Floors 5, 6 and 7. Two intrusion alarm systems were also
installed in the Ames Building: one system for the Office
of Logistics on the 11th floor and one system covering the
rear entrance door to the GSI cafeteria. Numerous alarm
systems were also repaired during this period.

4. Members of the Division provided support to the
DCI and other senior Agency officials before and during
three separate appearances on Capitol Hill.

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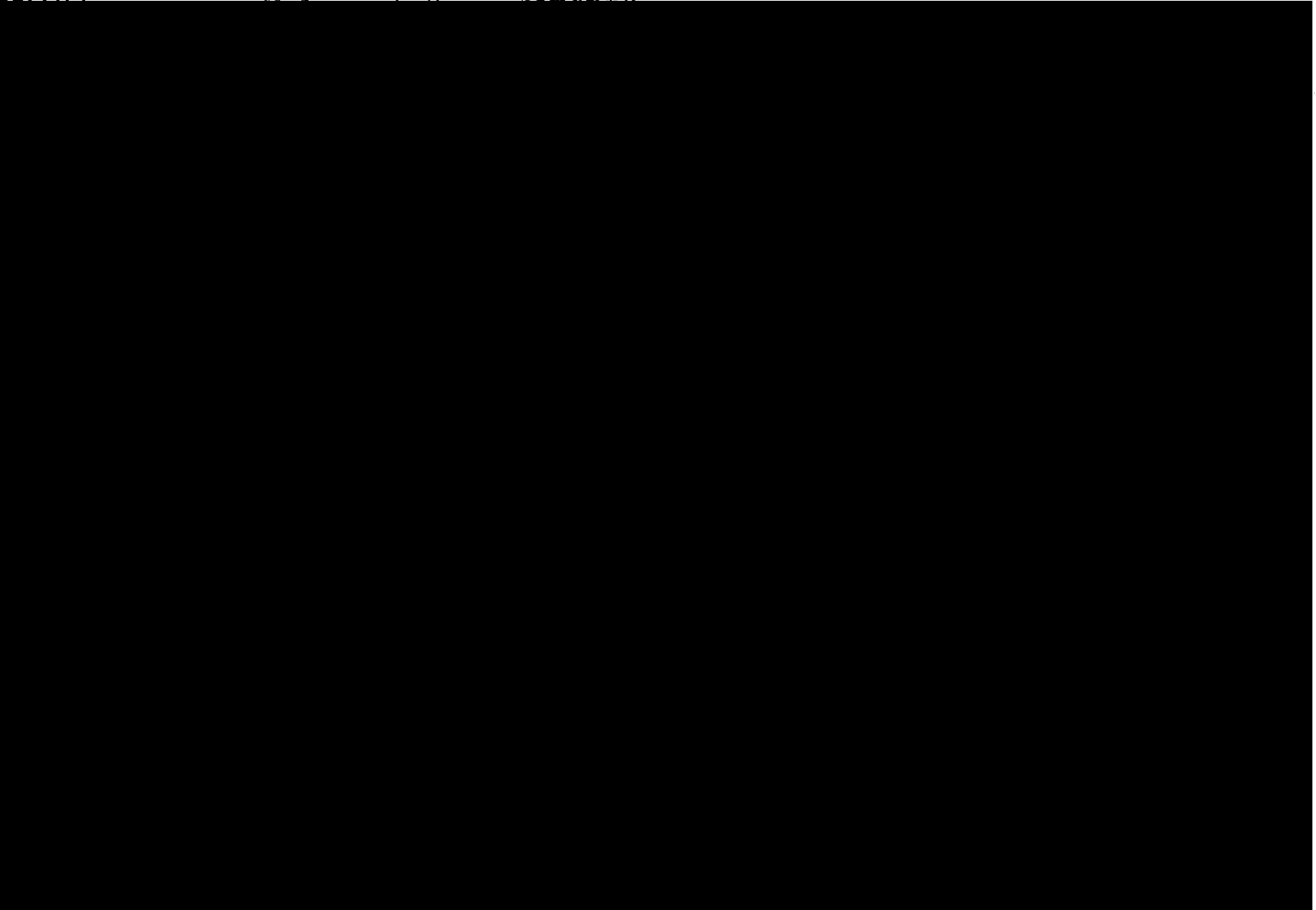
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	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
3. <u>BRIEFING AND SERVICES BRANCH</u>		
<u>Briefing Program</u>		
Briefings Conducted	<u>5</u>	<u>64</u>
Personnel Briefed	<u>113</u>	<u>1039</u>
<u>Training</u>		
Personnel Trained in Security Equipment	<u>0</u>	<u>128</u>
<u>Procurement</u>		
25X1A Material Requisitions Initiated	<u>13</u>	<u>148</u>



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	<u>Monthly</u>	<u>Cumulative Total FY-75</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>19</u>	<u>119</u>
Man Days in External Training	<u>0</u>	<u>40</u>

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